

TITLE: IT Imaging Specialist

DEPARTMENT: Information Technology, Rutherford County

JOB SUMMARY: This position is responsible for providing, developing, implement and the management of a county wide image system.

MAJOR DUITES:

- Assists in developing or selecting systematic method of imaging archived and current records for county departments.
- Gathers, sorts and prepares documents for images that are archived or for current records.
- Assists in selecting and/or developing a tracking system for imaged records.
- Works with staff in defining current and future imaging needs and communicates needs to departmental staff as they develop department imaging budgets.
- Troubleshoots, repairs or call for repairs with imaging equipment.
- Works with County Departments regarding confidentiality and scheduling imaging services consistent with Department needs and requirements.
- Trains departmental staff in use of selected imaging system.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of computer information systems technology, including server operating systems and networking protocols, and network design.
- Knowledge of imaging techniques and procedures.
- Knowledge of county and department policies and procedures.
- Knowledge of various word processing, graphic design, spreadsheet, and database software applications.
- Knowledge of Internet and worldwide web protocols and procedures.
- Skill providing technical assistance.
- Skill in analyzing and interpreting technical data.

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- Skill in maintaining imaging hardware.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Information Technology Director assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include product manuals and department and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical computer and imaging system duties. The number and diversity of tasks performed and constantly-changing technologies contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide support to county departments regarding records storage maintenance. Successful performance results in access to information necessary for county government operations and security of the county's computer network.

PERSONAL CONTACTS: Contacts are typically with imaging consultants, vendors, technical support engineers, co-workers, and other county employees.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, with intermittent standing, stooping, bending, crouching, or walking. The employee frequently lifts light or heavy objects, climbs ladders, uses equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.